



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

April 14, 2003

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-55

TO: All ISIS HR Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Miscellaneous Insurance Vendor Updates

Per OSUP Memorandum #2003-51, Conseco and Life Investors Intensive Care (ICU) products will be removed from payroll deduction July 1, 2003. Please inform your employees that the ICU product being removed is referring to an ICU stand alone policy, **not an ICU rider** that is attached to another approved product.

Conseco and Life Investors have determined that many of their ICU riders have been incorrectly coded to the ICU product instead of the base product the ICU rider is attached to (Cancer, Accident, Heart, etc). Conseco and Life Investors have been instructed to submit corrected State Employee Deduction Authorization forms (SED-4's) with a letter explaining the code correction after annual enrollment is completed. As per OSUP Memo #2003-32, SED-4's submitted to the agency by a vendor correcting the products and/or correcting amounts between products with no change in total semi-monthly premium can be submitted with ***no employee signature required***.

After the codes have been corrected, agencies will be able to better determine the employee's that have the ICU stand alone policy/product that will be removed. Since these code corrections affect this plan year, they must be completed timely. **NOTE:** Other vendor's may be submitting code corrections for their products also and should be doing so each month when a discrepancy has been determined.

Colonial's Whole Life product will also be removed for July 1, 2003. Colonial has requested the continued use of the current SED-4 form, and OSUP has given approval to use the current form until exhausted, as long as the vendor representatives line through the Whole Life product on forms that are effective for July 1, 2003 and thereafter. This is the only situation where agencies are authorized to accept an SED-4 form with handwritten changes to products.

If you have any questions, please contact Angel Vernon at (225) 342-5344.

JWC:ACV